

SAMPLE VETERANS INFORMATION BULLETIN

VIB Cover

VETERANS INFORMATION BULLETIN

2007-2008

(Use appropriate current date)

CAPITOL BUSINESS SCHOOL

(Use appropriate school name)

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Name of Institution: CAPITOL BUSINESS SCHOOL

Physical Address: 200 West Capitol Avenue
Sacramento, California 90000

Mailing Address: P. O. Box 1234
Sacramento, California 90001

Telephone Number: Day and night: (916) 456-7890
EMERGENCY: (916) 765-4321

Fax: (916) 233-4455

(List the agencies the school is approved and/or accredited by.)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective July 1, 2007 through June 30, 2008 (use appropriate dates)

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

(Please sign when submitting this VIB for approval)

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SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

Owner -

Capitol Business School, Inc.
(A California Corporation)

Directors -

Mr. Jackson Gold - President
Mrs. Samantha Gold - Vice President
Mrs. Susan Janeway - Secretary/Treasurer

Administrative Officials-

Mr. James Bell - General Manager
Mrs. Carla Brooks - Registrar/Veterans Record Clerk/VA Certifying Official

(Note: Indicate the person designated as "Veterans Records Clerk" or "VA Certifying Official". A copy of the certifying official's signature (and a sample facsimile signature, if one will be used) must be included.

Instructors-

Mr. Joseph Kaplan - Instructor
Mrs. Georgia Carr - Instructor
Mr. Thomas Nesmith - Instructor
Mrs. Cheryl Moore - Instructor

INSTRUCTIONAL FACILITIES

The school's physical address is 200 West Capitol Avenue, Sacramento, California 90000. The school consists of 3000 square feet of classrooms and offices on one floor specifically designed as a business school.

There are three administrative offices and five separate classrooms, each with a capacity for 40 students, with teaching equipment sufficient to meet educational needs. Two restrooms are located in the rear of the building. Available courses are:

Secretary
Clerk-Typist
Stenographer

There is also a bookstore and a lunchroom on the premises.

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ENTRANCE REQUIREMENTS

Entrance in any of our training requires that prospective students possess a high school diploma or its equivalent, and achieve an average grade of 70 in entrance tests given by State Capitol Business School in English, Spelling, and Basic Mathematics. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective.

POLICIES

- A. Enrollment Policy
Students may enroll on any day school is in session.
- B. Credit Evaluation Policy
This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**
- C. Attendance Policies
 - 1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
 - 2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
 - 3. Interruption for Unsatisfactory Attendance - Students who have not maintained the required minimum attendance average of 80 percent class will be placed on probation for one month. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly.
 - 4. Cutting classes - Cutting of classes will be considered as unexcused absences.
 - 5. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

D. Progress Policies

1. The school's grading system for each class is:

1. Excellent	93 -100
2. Above Average	85 - 92
3. Average	78 - 84
4. Below Average	70 - 77
5. Unsatisfactory	69 - or Below
2. Grade average required for certifying completion of a course is a passing grade of 70. Upon successful completion, a diploma or certificate will be awarded.
3. Conditions for interruption for unsatisfactory progress:
When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.
4. Condition for re-enrollment:
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

E. Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

F. Refund Policy

Policy must comply with applicable accrediting association and/or U.S. Department of Education standards.

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INSTRUCTIONAL SCHEDULE

- A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.
- B. Class periods meet on the following schedules:
- | | | | |
|------------|---------------|------------|-------------|
| 1st period | 8:00 - 8:50 | 5th period | 1:00 - 1:50 |
| 2nd period | 9:00 - 9:50 | 6th period | 2:00 - 2:50 |
| 3rd period | 10:00 - 10:50 | 7th period | 3:00 - 3:50 |
| 4th period | 11:00 - 11:50 | 8th period | 4:00 - 4:50 |
- C. School is closed for the following holidays and/or vacation time: (Specify all days or periods of closure, for example: Presidents' Day, Independence Day, Memorial Day, Thanksgiving and Friday after Thanksgiving, two weeks for Christmas and New Year's, etc.)

COURSE REQUIREMENTS AND FEES

A. Secretarial:

The secretarial course curriculum consists of the following required classes and hours:

Typing	240 Hour
Shorthand	190 Hours
Bookkeeping	150 Hours
Mathematics	40 Hours
Office Machines	50 Hours
Law	40 Hours
English	120 Hours
Civil Services	25 Hours
Filing	25 Hours
Office Practice	<u>200 Hours</u>
	1080 Total Hours

<u>Course Fees</u>	
Tuition	\$900.00
Registration	\$10.00
Books and Supplies	\$100.00
Tools Supplies	<u>\$100.00</u>
	\$1110.00 Total charges

B. Clerk Typist

The clerk typist course curriculum consists of the following required classes and hours:

Typing	144 Hours
Civil Service	36 Hours
Office Machine	<u>60 Hours</u>
	240 Total Hours

<u>Course Fees</u>	
Tuition	\$300.00
Registration	\$10.00
Books and Supplies	\$15.00
Tools and Supplies	<u>\$10.00</u>
	\$335.00 Total charges

PROVIDE A DETAILED COURSE DESCRIPTION FOR EACH COURSE OFFERED, if not included in School's catalog.

ADVERTISEMENT

Appropriate Statement

"Approved to train veterans and other eligible persons" or "Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons".

Statements cannot be inaccurate or misleading.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

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Note to School: The Department of Veterans Affairs required that the Catalog and/or Veterans Information Bulletin be furnished to each veteran or eligible person upon enrollment. We recommend use of this "proof of issue" to document receipt by these students. Maintain the signed form in the student file.

STATE CAPITOL BUSINESS SCHOOL
200 West Capitol Avenue
Sacramento, CA 90000

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Enrolled by: _____

Date: _____